

**100% PHOTO ID CHECK
TO ENTER THE BUILDING**

**Hours of Operation:
8:30 am - 4:00 pm**



DC WORKS! CAREER CENTER-NORTHWEST

YOUR WORKFORCE CONNECTION

**Frank Reeves Municipal Building
2000 14th Street, NW Suite 300
Washington, DC 20009
(202) 442-4577
www.dcnetworks.org**

**Walk-in Services
Monday and Wednesday, 9:00 am - 2:00 pm**

JULY 2012

**Unemployment Compensation
Daily, 9:00 am - 3:00 pm**

Mon	Tue	Wed	Thu	Fri
<p>2</p> <p>General Orientation and Training Information Workshop 9:00am- 10:30 am Classroom 1</p> <p>Resume Building 100 11:30am-12:30pm Classroom 1</p>	<p>3</p> <p>Navigating DC Networks 10:00 am– 11:00am Classroom 1</p> <p><i>Featured Workshop-Bank on DC– Financial Literacy</i> 11:30am-12:30pm Classroom 1</p>	<p>4</p> <p>July 4th Holiday</p> <p>Center Closed</p>	<p>5</p> <p>Adult Basic Ed/GED Instruction 9:30am—1:00pm, Classroom 2 (Must Be Referred)</p> <p>Resume Building 200 10:00am-11:00am Classroom 1</p> <p>General Orientation and Training Information Workshop 2:00 pm-3:30 pm Classroom 1</p>	
<p>9</p> <p>General Orientation and Training Information Workshop 9:00am- 10:30 am Classroom 1</p> <p>Resume Building 100 11:30am-12:30pm Classroom 1</p> <p>Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>10</p> <p>CASAS Assessment & Pre-GED Assessment 10:00am –2:00pm Classroom 2 Must Be Referred</p> <p>Navigating DC Networks 10:00am –11:00am Classroom 1</p> <p>Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>11</p> <p>General Orientation and Training Information Workshop 9:00am- 10:30 am Classroom 1</p> <p>Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>12</p> <p>Adult Basic Ed/GED Instruction 9:30am—1:00pm, Classroom 2 (Must Be Referred)</p> <p>Resume Building 200 11:30am-1:00pm Classroom 1</p> <p>General Orientation and Training Information Workshop 2:00 pm-3:30 pm Classroom 1</p>	
<p>16</p> <p>General Orientation and Training Information Workshop 9:00am- 10:30 am Classroom 1</p> <p>Resume Building 100 11:30am-12:30pm Classroom 1</p> <p>Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>17</p> <p>CASAS Assessment & Pre-GED Assessment 10:00am –2:00pm Classroom 2 Must Be Referred</p> <p>Navigating DC Networks 10:00am –11:00am Classroom 1</p> <p>Interviewing Skills 11:30am-12:30pm Classroom 1</p> <p>Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>18</p> <p>General Orientation and Training Information Workshop 9:00am- 10:30 am Classroom 1</p> <p>Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>19</p> <p>Adult Basic Ed/GED Instruction 9:30am—1:00pm, Classroom 2 (Must Be Referred)</p> <p>Resume Building 200 11:30am-1:00pm Classroom 1</p> <p>General Orientation and Training Information Workshop 2:00 pm-3:30 pm Classroom 1</p>	
<p>23</p> <p>General Orientation and Training Information Workshop 9:00am- 10:30 am Classroom 1</p> <p>Resume Building 100 11:30am-12:30pm Classroom 1</p> <p>Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>24</p> <p>CASAS Assessment & Pre-GED Assessment 10:00am –2:00pm Classroom 2 Must Be Referred</p> <p>Navigating DC Networks 10:00am –11:00am Classroom 1</p> <p>Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>25</p> <p>General Orientation and Training Information Workshop 9:00am- 10:30 am Classroom 1</p> <p>Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>26</p> <p>Adult Basic Ed/GED Instruction 9:30am—1:00pm, Classroom 2 (Must Be Referred)</p> <p>Resume Building 200 11:30am-1:00pm Classroom 1</p> <p>General Orientation and Training Information Workshop 2:00 pm-3:30 pm Classroom 1</p>	
<p>30</p> <p>General Orientation and Training Information Workshop 9:00am- 10:30 am Classroom 1</p> <p>Resume Building 100 11:30am-12:30pm Classroom 1</p> <p>Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>31</p> <p>CASAS Assessment & Pre-GED Assessment 10:00am –2:00pm Classroom 2 Must Be Referred</p> <p>Navigating DC Networks 10:00am –11:00am Classroom 1</p> <p>Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>		<p>All Workshops Have Limited Seating Capacity</p> <p>Referrals are required for the CASAS Assessment</p>	

Calendar Schedules Are Subject To Change

Attendance Policy

FIRST COME, FIRST SERVE SEATING.

A sign-in sheet will be located at the **Reception desk one (1) hour before designated start time on the day of workshop or orientation.** In fairness to all **workshop or orientation participants**, doors will be closed and begin at scheduled start time. Although DOES makes every effort to maintain our schedules as assigned, workshops/orientations times are subject to change without prior notice. **Seating capacity strictly enforced**

Inclement Weather Policy

Workshops/Orientation **MAY** be cancelled if the District Public Schools are closed or delayed, or if the instructor is delayed due to severe weather. **BEFORE YOU TRAVEL**, find out if the session is cancelled by calling 202-442-4577.

General Orientation and Training Information Workshop

This One-Stop Career Center workshop is designed to provide participants with general information and services provided by the Department of Employment Services and the One-Stop Career Center programs which includes an overview of various occupational training opportunities available and reviews the training applicant process.

CASAS– Comprehensive Adult Student Assessment System/ Pre-GED Assessment

Is an adult basic tool utilized to determine the academic reading and math comprehension level of the learner. You must be referred by your assigned Employment Specialist for the CASAS Assessment.

Resume Building 100 and 200 Workshop

Resume 100 workshop focuses on the elements of building a professional resume and will discuss the 3 Main Resume Types while providing the basic steps of preparing and building a resume using DCNetworks.org.

Resume 200 workshop focuses on the review and development of resumes for experienced professionals in the workforce. Emphasizing career accomplishments, highlights, competencies and professionalized summaries.

Navigating DCNetworks.org Participants will learn how to navigate in DCNetworks.org to successfully create job searches, apply for jobs online, and will learn how to build an online resume in DCNetworks.org.

Bank on Your Money, from Bank on DC (Featured Workshop Facilitated Every 1st Tuesday of the Month)

A Financial Literacy Workshop, “Know the Game” classes feature the basics of banking, savings, the differences between types of accounts financial institutions offer, the fee and how to manage your money.

Interviewing Skills (Featured Workshop Facilitated Every 3rd Tuesday of the Month)

Customers will learn how to market their skills during an interview, how to prepare themselves for an interview and what things never to say during an interview. Strategies include mock interviews by answering the top ten questions asked during an interview, and the techniques and etiquette of using social media to enhance their networking and job seeking skills. Customers must pre-register by contacting Dwight Marable at 202 442-4577 **Reservations are required.**

Microsoft Digital Alliance Workshop (Featured Every Monday and Friday from (9:00-12:30pm)

Receive computer instruction in a three-part series ranging from Basic to Advanced. This workshop is designed to teach customers how to apply current and emerging computer language and technologies which can be used in the professional workplace. The workshop requires a commitment of four (4) consecutive days of attendance in a two hour setting for four (4) weeks. Customers must pre-register by contacting Dwight Marable at 202-442-4577.

Unemployment Insurance Benefits Services

Customers can file their initial or weekly claims using DCNetworks.org. Claims Examiner are also available during specified times to speak with customers to discuss issues related to their claim.

REGISTRATION IN DC NETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.

You can register at www.dcnetworks.org